



Project Coordinator

Job Description:

AIGA is seeking a talented part-time Project Coordinator to contract with our team for an important project. The Project Coordinator will work with the AIGA staff, to the Industry Relations Specialist to support communication efforts, events and activities to its stakeholders. The primary focus will be the coordination of the annual AIGA EXPO and its related activities. The AIGA EXPO is a three day event that focuses on Tribal Gaming issues and trends in Arizona and beyond. Included is a golf tournament, conference & trade show and chefs challenge. The EXPO will require organizing and arranging activities and details for assigned events to ensure a successful experience for the participants.

Working under the primary direction of the Industry Relations Specialist, he/she will be responsible for event coordination as well as support for the organization's social media efforts (Facebook, Blog, Twitter, Instagram) and content for the organization's websites. This position is a contracted project position and not a permanent position.

Duties & Responsibilities

- Assist in the coordination of all EXPO related events and activities, including but not limited to the following:
 - Contact and coordinate speakers, special guests, sponsors and/or entertainment for each event.
 - Coordinate with all internal and external stakeholders.
 - Work to carry out event layouts and agendas.
 - Provide excellent support of our attendees and guests.
 - Collaborate with the AIGA team to promote the event
- Support the organization's social media efforts. This includes creating and adding content.
- Proofread promotional materials, advertising and event program to maintain integrity of the AIGA brand.
- Other duties as assigned that support AIGA's purpose.

Desired Skills and Experience

1. Associates degree or equivalent working experience of 2+ years.
2. Experience in event planning and management.
3. Working knowledge of other service-oriented roles, including space management, audio/visual, décor and entertainment, signage and speaker management.
4. Excellent communicator with high attention to detail and organizational skills.
5. Native American Preference applies.

Specific Skills

Excel, Word Processing, Internet, Social Media.



ARIZONA INDIAN GAMING ASSOCIATION
ADVOCATES • EDUCATES • PARTNERS • PROMOTES

About AIGA

AIGA has a membership of 18 tribes representing more than 90% of the Indian people living on reservations in Arizona. AIGA was established November 21, 1994 by Arizona tribal leaders. The Association is committed to advancing the lives of Indian peoples – economically, socially and politically – so that Indian tribes in Arizona can achieve their goal of self-reliance. Current membership includes: Ak-Chin Indian Community, Cocopah Tribe, Colorado River Indian Tribes, Fort McDowell Yavapai Nation, Fort Mojave Indian Tribe, Fort Yuma-Quechan Tribe, Gila River Indian Community, Havasupai Tribe, Hualapai Tribe, Kaibab-Paiute Tribe, Navajo Nation, Pascua Yaqui Tribe, Salt River Pima-Maricopa Indian Community, San Carlos Apache Tribe, Tohono O'odham Nation, White Mountain Apache Tribe, Yavapai Apache Nation and the Zuni Tribe.

Contact

Resumes should be sent to Kimberly Buckmaster at Kimberly.Buckmaster@AZIndianGaming.org by Thursday, April 23, 2015. Please contact Kimberly at 480-284-4034 if you have any questions.